



Food Stand Application Letter

Saturday May 12, 2012 and October 13, 2012

9:00 am – 4:00 pm

You have been invited to participate with a Food Stand at the Downtown Baraboo Fair on the Square.

Please Note: This is an outdoor event with no rain date and no refunds in the event of inclement weather.

Set-Up: Set up is required the night before show between 5 – 7 pm for all trailer units. All other units must be unloaded and set up by 8:00 am the morning of the show, or management is authorized to occupy said space in a manner deemed in the best interest of the show, without any rebate or allowance whatsoever to the vendor, and without in any way releasing vendor from any liability hereunder. **You will be notified as to your official set up time and area 1 week before the show date.**

Spaces: Spaces are 15-20 ft. frontage; one space allowed per vendor. Spaces will be pre-assigned and information will be sent prior to show. Please note that although spaces are pre-assigned, there may have to be some adjustments made for those that set up late.

Service: Vendors must provide their own service equipment and are responsible for same at all times. Service area must be handicap accessible. Each vendor is required to provide waste receptacles by their stand for the general public and keep it emptied during the day. Serving time is 9:00am-4:00pm. Average attendance has been 8,000-10,000. Plan accordingly so that you have enough to serve the entire day. Please note that no vehicles will be allowed in the barricaded venue during the day. If you must restock your inventory, please be aware that you will have to hand-carry it in. Vendors closing down or running out of food before 4:00 pm may not be invited back.

Clean Up: Vendors are required to clean their area before leaving. Dumpsters will be provided and all your trash bags must be placed in the provided fair dumpster by vendor. **There will be signs on the dumpsters specifically used for the fair. Do not use unmarked dumpsters.** Food, beverage, cooking oils, water/ice etc. must be taken off site by the vendor for disposal. No ice or water shall be dumped in the gutters.

Selection: Vendors are chosen based on menu options, food quality, reliability of vendor and in order of receipt. If you are a new vendor to this event, please supply 2 references, a menu, and picture of your vending booth. A limited number of vendors are chosen and duplication of menu items is avoided as much as practical. Vendors may be asked not to sell a particular item if it conflicts with another vendor already selected.

Parking: After unloading, exhibitor must move towing vehicle to a public parking lot, **NOT IN THE STREETS OR IN THE ALLEYS.**

Permits/Insurance: Vendors are covered under sponsor's city event permit, but must comply with DHFS restaurant permit guidelines and supply their mobile restaurant vending permit number. Each vendor is required to supply a Certificate of Insurance with their application listing Downtown Baraboo Inc. as additional insured. You may be approached by the DHFS on the day of the fair, and asked to provide license information. Applications without insurance certificates will be returned.

Application: Booth fees vary depending on power requirements. In addition to booth fees, each vendor must supply three \$5.00 value meal tickets with application. Applications must be received a minimum of one month prior to event; however, first applications received are given first priority.

Cancellations: Refunds will only be made up to one month prior to show date and only if there is a full show and we can replace you. Deadline for food vendor registration is one month prior to event date. If space is still available after this date, applications will be reviewed and spaces will be granted depending on food menu options.

Please note that the Downtown Baraboo, Inc., and the promoters, FunnyBones Productions LLC, have taken great strides to create an event that is fun, inviting and profitable for you. Because we all understand that **Your Success is Our Success.**

Please contact us at events@downtownbaraboo.com with any questions. We look forward to working with you.

Mailing address is: Downtown Baraboo, Inc.
 PO Box 216
 Baraboo, WI 53913

Please include a self addressed stamped envelope, completed application, copy of license, check made out to DBI, coupons, menu items and space requirements with your application.



Food Stand Application

Baraboo, Wisconsin

Saturday May 12, 2012 and October 13, 2012

Vendors Name _____

Business Name _____

Address: _____

City/State/Zip _____

Phone _____ E-mail _____

SS# or Mobile Restaurant Permit # _____

Date(s) requested: May 14, 2011 October 8, 2011

FEES (per each date)

- \$95 No electrical or one 20-30 amp, 120 volt circuit outlet
- \$175 20-30 amp, 120 volt circuit (2 outlets)
- \$200 50 amp, 240 volt circuit (1 outlet)
- \$225 50 amp, 240 volt circuit (2 outlets)
- \$250 Over 50 amp or special hook-up required

Please include the TOTAL WATTAGE
of your Equipment:

(One 120 V circuit can service 2,000
watts)

Amount Enclosed: \$ _____

Length of equipment rig: _____

Make checks payable to Downtown Baraboo Inc. (DBI)

Please Note: Please be as accurate as possible in describing your electrical needs. Should we need to call back the electrician to service your stand or correct a problem caused by your stand, you will be required to pay a \$ 100 service call fee.

ENCLOSE: CERTIFICATE OF INSURANCE & FOOD COUPONS WITH APPLICATION

I agree to assume full liability for any injury or loss to me or my property, agents, or employees and from any cause whatsoever while on the premises of this show. I agree to abide by the rules herein set forth and the decisions of the directors. I expressly release Downtown Baraboo, Inc., Funnybones Productions LLC, Greg or Karen DeSanto, any major sponsor or any of their representatives from any and all liability whatsoever, or for any loss or injury.

Signature _____ Date _____

Food Stand Application

Baraboo, Wisconsin

Saturday May 12, 2012 and October 13, 2012

Send Application form, fee, insurance certificate and coupons to:

Downtown Baraboo, Inc.

P.O. Box 204

Baraboo, WI 53913

Please be specific with menu options. We try very hard to not duplicate menu items in order to have diverse dining options for the fair attendees. We appreciate your flexibility with your menu.

<u>MENU:</u>

